

May 12, 2022

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, May 19, 2022
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the March 11, 2022 and April 21, 2022 meetings.

ITEM 2: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
0622	Learning and Organizational Development Division Leader	W03 (\$85,604.48 - \$143,345.28)
0623	Human Resources Information System Division Leader	W03 (\$85,604.48 - \$143,345.28)
3151	Audio-Video Analyst	C31 (\$58,410.56 - \$74,584.64)

ITEM 3: Request to change the pay range of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
5338	Facility Maintenance Supervisor	C29 (\$55,694.08 - \$71,117.28)	A14 (\$67,672.80 - \$90,265.76)

ITEM 4: Miscellaneous Discussion

PC: City Clerk
Liz Elliott
Teresa Ewins

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

LEARNING AND ORGANIZATIONAL DEVELOPMENT DIVISION LEADER

NATURE OF WORK

This is administrative and supervisory work coordinating the activities of the Learning and Organizational Development Division of the City-County Human Resources Department.

Work involves responsibility for creating strategy for talent management across the City of Lincoln and Lancaster County. Work also includes providing oversight for designing, managing, and executing learning and organizational development. This position is the cornerstone to accelerate the growth of our employees. Work is performed with considerable independence and is reviewed by the Human Resources Director through conferences and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Creates and manages an organizational learning and development strategy for the City and County, encompassing all aspects of talent management including but not limited to, City and County strategic planning, employee engagement, leadership development programs, individual coaching, performance management and succession planning.

Leverages human capital data and research to deliver intelligence and insights about talent trends and areas needing talent management and organizational development; monitors and reports on the success of programs using appropriate metrics.

Facilitates strategic business planning for the City and County, as well as division/department business planning, workforce talent planning, organizational restructuring project management and consultation, employee engagement and experience, performance management and succession planning.

Develops high quality point of view documents, presentations, and data reports for critical meetings including executive leadership presentations; presents and interprets findings to various leaders across the City and County.

Supervises and coordinates the activities of the Learning and Organizational Development division; supervises and evaluates subordinate employees.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of developing and implementing customized learning and organizational development solutions initiatives.

Knowledge of budget preparation and procedures.

Knowledge of research training options and alternatives.

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LEADER

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Knowledge of current trends, developments and techniques in the field of learning and organizational development.

Ability to communicate effectively both orally and in writing.

Ability to design, deliver and evaluate the strategic learning and organizational development plan.

Ability to establish and maintain effective working relationships with subordinates, employees and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Business Administration, Human Resources, Organizational Management or related field and at least five years of experience developing and implementing customized learning and organizational development solutions initiatives plus five years of leadership experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

5/22

PS0622

HUMAN RESOURCES INFORMATION SYSTEM DIVISION LEADER

NATURE OF WORK

This is highly responsible administrative work leading and coordinating the activities and operations of Human Resources Information System (HRIS) within the Human Resources Department.

Work involves responsibility for planning and coordinating HRIS activities, building project plans, overseeing Human Resources data management processes and conducting long term planning. Work is performed with considerable independence and is reviewed by the Human Resources Director through conferences and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Plans and coordinates HRIS activities to manage and maintain accuracy of employee data for reporting, public information and distribution purposes.

Builds project plans, ensures adherence to project schedules, and sets technology priorities and conducts long term planning.

Serves as lead representative and liaison between Human Resources, Information Services, external vendors, and other stakeholders for Human Resources data design and implementation projects.

Ensures HRIS services are in compliance with federal, state and local regulatory requirements related to record keeping and reporting; ensures proper data entry functions.

Oversees Human Resources data management process; ensures quality, timeliness, security, and proper use of Human Resources information entered and retrieved from systems.

Provides oversight to creating and maintaining comprehensive implementation plans for configuration/customization changes including data migrations, manual steps, and/or security roles; coordinates system and user acceptance testing; determines system problems and troubleshoots before proposing modifications.

Monitors and evaluates the responsiveness, efficiency and effectiveness of HRIS managed and operated software systems, method and procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of human resources and payroll systems, HRIS design, interfaces, databases, structure, reporting, data analysis, functions, processes, automation solutions, and software programs.

Thorough knowledge of computers and other technology using standard or customized computer or systems software applications appropriate to the assigned task.

Knowledge of Oracle Human Capital Management.

Knowledge of database construction and all areas of information systems.

Knowledge of technical report writing using various tools to enable reporting as required by all internal departments, external vendors as well as state and federal governmental entities and public records requests.

Ability to analyze business processes and system technologies in order to develop, incorporate, and enhance systems and functional process to meet organizational requirements.

Ability to adhere to all Human Resources policies, procedures and practices regarding confidentiality and security of information at all times.

Ability to communicate effectively both orally and in writing.

DESIRABLE QUALIFICATIONS

Possession of Project Management Professional (PMP) certification or equivalent.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Human Resources Management, Public or Business Administration, Computer Science, HRIS or related field and at least five years of experience in human resources information systems, including two years of experience working with human resources payroll systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

5/22

PS0623

AUDIO-VIDEO ANALYST

NATURE OF WORK

This is professional work performing a variety of forensic video and audio analysis in support of the police department criminal investigations and court proceedings.

Work involves the responsibility for digital evidence retrieval/recovery from a variety of public and private recording sources, including crime scenes, body worn cameras and in-car cameras. Work also involves the application of professional skills in providing guidance and/or technical processing of digital evidence through clarification, forensic analysis, and audio/video redaction for evidentiary, investigative or prosecutorial purposes. This classification will prepare written reports, document chain of custody, create photo and video demonstratives for court and investigative purposes and testify in court as an expert witness to the finding of the analysis and the techniques used. Work is completed under the general supervision of the Forensic Unit Manager and is characterized by a high degree of independence, expertise, judgement, discretion and initiative. Work is demonstrated and reviewed through the use of reports, produced images, video and court demonstratives.

EXAMPLES OF WORK PERFORMED

Receives, recovers, reviews and analyzes digital media from various sources and of differing quality to be used to assist in the identification and apprehension of criminal suspects.

Responds to crime scenes where evidentiary digital media may be present to assist with the collection of data and transportation of devices containing digital evidence.

Utilizes technology and a variety of computer software programs to analyze, digitally clarify images, reconstruct/enhance, authenticate and prepare audio/video evidence documentation for investigative purposes and courtroom presentation.

Operates and maintains forensic investigative tools, video production, and editing equipment.

Prepares reports, timelines and documentation relating to evidentiary activities surrounding forensic video retrieval, recovery, chain of custody, analysis and clarification techniques; maintains digital files and documentation as prescribed by departmental policies.

Researches, obtains training and maintains proficiency in tools, techniques and trends in digital forensic analysis.

Assists the police department with the procurement and implementation of new equipment and software applications related to the collection, storage, organization, security and dissemination of digital media; this may include, but is not limited to, body worn cameras, in-car cameras, and digital enhancement software.

Provides guidance and training to members of the police department in the collection of video evidence; assists investigators in the review of audio and video evidence and other electronically stored evidence as needed.

Collaborates with the legal department and the Public Information Officer to edit and redact relevant audio and video evidence for public dissemination and courtroom presentation when needed.

Appears in court and gives expert testimony on the forensic video technology and techniques used during the analysis of the digital media evidence.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of public safety organizational procedures.

Considerable knowledge of hardware and software used in audio/visual presentation analysis.

Considerable knowledge operating computer assisted image clarification, video production and editing equipment.

Ability to communicate effectively both orally and in writing.

Ability to work in small, confined spaces.

Ability to establish and maintain effective working relationships with equipment users and co-workers.

Ability to organize, prioritize and complete work assignments under pressure of time constraints.

Ability to prepare a wide variety of documentation, reports and files related to assigned cases.

Ability to provide effective customer service and manage conflict in the workplace.

Ability to use discretion in handling sensitive or confidential information.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science, media production, information technology, broadcasting, visual or graphic arts, criminal justice or related field, plus two years of experience working with audio-video equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a Certified Forensic Video Analyst certification or equivalent is required within 18 months of starting the position.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.